

# **X. CITIZEN CORPS PROGRAM**

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### A. Program Overview

The FY 2006 CCP funds will be used to support Citizen Corps Councils with efforts to engage citizens in all-hazards prevention, protection, response, and recovery. These efforts include planning and evaluation, public education and emergency communications, training, exercises, volunteer programs and activities to support emergency responders, surge capacity roles and responsibilities, and providing proper equipment to citizen volunteers. The FY 2006 Citizen Corps funds provide resources for States and local communities to:

- 1) bring together the appropriate leadership to form and sustain a Citizen Corps Council;
- 2) develop and implement a plan or amend existing plans to achieve widespread citizen preparedness and participation;
- 3) conduct public education and outreach;
- 4) ensure clear emergency communications with the public;
- 5) develop training programs for the public;
- 6) facilitate citizen participation in exercises;
- 7) implement volunteer programs and activities to support emergency responders;
- 8) involve citizens in surge capacity roles and responsibilities; and
- 9) conduct evaluations of programs and activities.

### B. CCP and the National Preparedness Goal

The American citizens are the ultimate stakeholders in the homeland security mission and must be an integral component of national preparedness efforts. As such, the general public is included in the vision statement of the Goal which notes that citizens must have:

- a clear understanding of national preparedness
- regular outreach and communication
- alerts, warnings, and crisis communication
- opportunities to be involved

Community Preparedness and Participation is identified as a common Target Capability in the TCL that cuts across all mission areas and capabilities. It describes both universal and threat-based levels of citizen preparedness, and a support level of citizen participation through year-round volunteer service and surge capacity roles and responsibilities. Additionally, other capabilities in the TCL specifically address roles for the

#### Target Capabilities

- Community Preparedness and Participation

#### Citizen Preparedness and Participation Cuts Across:

- Planning
- Communications
- Risk Management
- Info Gathering and Recognition of Indicators
- Law Enforcement Investigation and Operations
- Intelligence Analysis and Production
- CBRNE Detection
- Information Sharing
- Critical Infrastructure Protection
- Food & Ag Safety & Defense
- On-Site Incident Management
- Emergency Operations Center Management
- Isolation & Quarantine
- Critical Resource Logistics & Distribution
- Urban Search & Rescue
- Emergency Public Information & Warning
- Responder Health & Safety
- Triage & Pre-Hospital Treatment
- Public Safety & Security Response
- Citizen Protection: Evacuation and/or In-Place Protection
- Volunteer Management & Donations
- Medical Surge
- Animal Health Emergency Support
- Medical Supplies Management & Distribution
- Environmental Health & Vector Control
- Mass Prophylaxis
- Explosive Device Response Ops
- Mass Care
- Firefighting Operations/Support
- Fatality Management
- WMD/HazMat Response & Decontamination

public, including Volunteer Management and Donations and Citizen Protection, Evacuation, and/or, In-Place Protection.

## **C. Program Requirements**

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness activities, training, and volunteer service. In addition to HSGP funding, State and local governments are encouraged to consider all sources of funding, to include private sector funding, to leverage existing materials, to pursue economies of scale and scope in pursuing this mission, and to make expenditures that benefit multiple programs.

### **C.1. State Responsibilities**

The SAA must coordinate all citizen education, communication, training, and participation activities funded with any source of HSGP funds with the State agency currently responsible for the administration of Citizen Corps. In addition, the State Citizen Corps POC should be included in reviewing and revising the State and Urban Area Homeland Security Strategies. A listing of current State Citizen Corps POC is available at <http://www.citizencorps.gov/councils/> by selecting “State Citizen Corps POC List” on the left-hand side. In turn, the SAA must be included on the State Citizen Corps Council.

State Citizen Corps points of contact must also continue to provide program management via the administrative section of the Citizen Corps website, <http://www.citizencorps.gov>, to include managing the approval process for local Citizen Corps Councils, managing administrative section passwords for local users, and managing subscribers and e-mails to subscribers.

### **C.2. Reporting Requirements**

In addition to the BSIR reporting requirements for CCP as a component of FY 2006 HSGP, States and communities are also expected to register and update information regarding their Citizen Corps Councils and programs/activities on the Citizen Corps website and on other relevant programmatic websites, including CERT, Fire Corps, Medical Reserve Corps (MRC), Neighborhood Watch/USAonWatch, and Volunteers in Police Service (VIPS).

## **D. Authorized Program Expenditures**

Consistent with SHSP, CCP funding may be used in any of following categories:

- Planning (to include evaluation, public education/outreach, and citizen participation in volunteer programs and activities).
- Equipment.
- Training.
- Exercises.
- Personnel.
- M&A costs associated with implementing and managing CCP.

Expenditures must advance the Citizen Corps mission to have everyone participate in hometown security through preparedness activities, training, exercise, and volunteer service and the mission of the Ready Campaign to educate and empower citizens to prepare for emergencies. Please refer to Appendix D for additional information on authorized and unauthorized expenditures.

### **D.1. Planning**

Allowable planning costs include the establishment of Citizen Corps Councils, to include planning and evaluation. Costs associated with activities to develop and implement a State, regional, local, or Tribal Citizen Corps all-hazards strategic plan to engage the full community in hometown security are allowable. Citizen Corps implementation plans are not required to be submitted to G&T, but rather are essential tools to guide new and existing Citizen Corps Councils in achieving their goals and objectives for the community. Examples include:

- Conduct or participate in community assessments of vulnerabilities, resource needs, and determine citizen involvement to meet the needs.
- Work with emergency management structures to design surge strategies using citizen volunteers.
- Demonstrate use of Citizen Corps Councils as a tool to encourage cooperation and collaboration among community leaders when developing plans and implementation strategies.
- Provide opportunities for citizen to train and exercise with emergency responders to test plans, operations, and to participate in lessons learned.

In addition, efforts to include public communication and citizen participation in jurisdiction plans, such as EOPs, and to have citizen advocates sit on existing advisory councils and task forces is encouraged.

It is also critical to evaluate the impact of Citizen Corps Councils and Citizen Corps programs on the community. Expenditures to evaluate Citizen Corps Council programs and activities is allowable, to include assessing the effectiveness in engaging citizens, the impact on the community safety and quality of life, and a cost/benefit analysis.

### ***Public Education/Outreach***

In order to have a prepared and protected community and Nation, citizens must be educated, practiced and trained on how to prepare for and respond to emergencies, including natural disasters and potential terrorist attacks. To meet this goal, Citizen Corps Councils, States, regions and localities, can conduct public education campaigns to promote individual, family and business emergency preparedness. Citizen Corps Councils may develop or reproduce public education and outreach materials to educate and engage the public; conduct outreach and hold community events; and develop alerts, warning, and communications systems to the public, to include tailored materials and communications to special needs populations. Some examples include:

- Conduct public education campaigns to include promoting the Ready Campaign's preparedness message.
- Conduct education and awareness campaigns to inform the public about local alerts and warning and evacuation plans.
- Develop targeted outreach for all ages, ethnic and cultural groups, individuals with disabilities, and special needs populations.

Allowable expenditures include:

- Materials to support a public awareness campaign, media coverage, outreach activities, and public events, such as: public safety announcements; printed advertising; billboards; promotional flyers; booth displays; conference backdrops; podium signs; recognition pieces for Citizen Corps participants; informational buttons, pins, key chains, clothing, badges, and magnets; newsletters, posters, buck slips; and other materials that either educate the public, encourage the public to participate, or recognize and support Citizen Corps partners and participants. All materials must include the Citizen Corps logo or the Ready logo, tagline, and website at a minimum, and comply with logo standards (See [https://www.citizencorps.gov/pdf/logo\\_guide.pdf](https://www.citizencorps.gov/pdf/logo_guide.pdf)).
- Outreach activities to support a public education campaign or Citizen Corps Council including hosting and participating in public events; facilitating media coverage and establishing partnerships to spread the emergency preparedness message. These activities may include expenditures on items such as: booth displays; media materials; event backdrops or signs; promotional materials such as buttons, pins, key chains, clothing, badges, and magnets; and other materials and activities that educate the public about emergency preparedness and encourage the public to take steps to prepare or get involved in preparing their communities. All materials should include the Ready or Citizen Corps logos, taglines and websites whenever possible.

### ***Citizen Participation/Volunteer Programs***

One of the goals for Citizen Corps Councils is to provide volunteer service opportunities across all emergency prevention, preparedness and response disciplines, for community safety efforts, and for disaster relief. Citizen Corps funding may be used to establish or enhance volunteer program and volunteer recruitment efforts for Neighborhood Watch, CERT, VIPS, MRC and Fire Corps; for the Citizen Corps affiliate programs; for other homeland security efforts at the State and local level; for outreach and training activities; and to support the Citizen Corps Council. Some examples include:

- Implement Citizen Corps programs at the community level to support local emergency responders. These include: Community Emergency Response Teams (CERT); Medical Reserve Corps (MRCs), Neighborhood Watch, Volunteers in Police Service (VIPs), Fire Corps, and the Affiliate Programs.
- Include Citizen Corps assets as key components of State and local volunteer and donation management plans.

To assist local communities with engaging volunteers, Citizen Corps funds may be used for costs including but not limited to: 1) recruiting; 2) screening/assessing; 3) training; 4) retaining/motivating; 5) implementing and maintaining a system to track activities and participants (in compliance with applicable privacy laws); 6) recognizing; 7) evaluating volunteers; 8) the purchase of or subscription to identification/credentialing systems to support the tracking of volunteers.

## **D.2. Organization**

Organization activities allowed under the CCP program are limited to the development and support of citizen surge capabilities.

## **D.3. Equipment**

Equipment for citizen participants is critical. Allowable equipment costs include: equipment related to specific training or volunteer assignments and outfitting trainees and volunteers with program-related materials and equipment, e.g., issuing CERT kits, credentials/badges, and identifying clothing; and providing necessary equipment to citizen volunteers with a surge capacity role. The FY 2006 AEL is available in its entirety online through the RKB at <http://www.rkb.mipt.org> and the equipment categories are outlined in Table 12 below and Appendix D.

**Table 12 – CCP Allowable Equipment Categories**

| <b>Cat. #</b> | <b>Category Title</b>                                 | <b>Cat. #</b> | <b>Category Title</b>      |
|---------------|---|---------------|----------------------------|
| [4]           | Information Technology                                | [10]          | Power Equipment            |
| [5]           | Cyber Security Enhancement Equipment                  | [11]          | CBRNE Reference Materials  |
| [9]           | Medical Supplies and Limited Types of Pharmaceuticals | [21]          | Other Authorized Equipment |

## **D.4. Training**

Training is a central component of the Citizen Corps mission and training funding by these grants can include all-hazards safety such as emergency preparedness; basic first aid; life saving skills; crime prevention and terrorism awareness; public health issues; mitigation/property damage prevention; safety in the home; CERT; search and rescue skills; principles of NIMS/ICS, community relations, volunteer management; any training necessary to participate in volunteer activities; any training necessary to fulfill surge capacity roles; or other training that promotes community safety.

Training should be delivered in venues throughout the community, to include schools, neighborhoods, places of worship, private sector, non-government organizations (NGO), and government locations with specific consideration to include all ages, ethnic and cultural groups, persons with disabilities, and special needs populations. Jurisdictions are also encouraged to incorporate non-traditional methodologies such as the Internet, distance learning, home study, and to leverage existing training provided via educational/professional facilities. Pilot courses

and innovative approaches to training citizens are encouraged.

Instruction for trainers and training to support the Citizen Corps Council members in their efforts to manage and coordinate the Citizen Corps mission is also an allowable use of the FY 2006 Citizen Corps funding.

Allowable costs include: 1) instructor preparation and delivery time (to include overtime costs); 2) hiring of full- or part-time staff or contractors/consultants to assist with conducting the training and/or managing the administrative aspects of conducting the training; 3) quality assurance and quality control of information; 4) creation and maintenance of a student database; 5) rental of training facilities; 6) printing course materials to include instructor guides, student manuals, brochures, certificates, handouts, newsletters and postage (although preference is for an electronic newsletter with email addresses as part of the database unless the individuals or areas to be served have limited access to electronic communications); 7) course materials specific to the subject matter, such as instructor guides, student manuals, bandages, gloves, fire extinguishers, and mannequins; and 8) outfitting trainees and volunteers with program-related materials and equipment, e.g., issuing CERT kits, credentials/badges, identifying clothing.

#### **D.5. Exercises**

Exercises specifically designed for or to include citizens are allowable activities and may include testing public warning systems, evacuation/shelter in-place capabilities, family/business preparedness, and participating in table-top or full scale emergency responder exercises at the local, State, or national level, to include TOPOFF. Examples of appropriate volunteer citizen support for emergency preparedness and response exercises include, but are not limited to: backfilling non-professional tasks for first responders deployed on exercise, administrative and logistical assistance with exercise planning and implementation; providing simulated victims, press, and members of the public; functioning in a range of surge capacity roles; and participating in the after-action review.

Allowable costs include the costs associated with design, development, and conduct of exercises specifically for citizens or to support the citizen component of emergency responder exercises, to include preparing and debriefing citizens regarding their role in the exercise. Exercises should ensure that citizens, including citizens with disabilities, participate in all phases of emergency responder exercises, to include planning, implementation and after-action review.

Exercises conducted with G&T support (grant funds or direct support) must be managed and executed in accordance with the HSEEP. The HSEEP Volumes contain guidance and recommendations for designing, developing, conducting, and evaluating exercises. HSEEP Volume IV provides sample exercise materials. All four volumes can be found at the HSEEP website (<http://hseep.dhs.gov>).

#### **D.6. Personnel**

Hiring, overtime, and backfill expenses are allowable only to perform programmatic activities deemed allowable under existing guidance. Supplanting, however, is not allowed.



Up to 15% of programmatic spending may be used to support the hiring of full or part-time personnel to conduct program activities that are allowable under the entire FY 2006 HSGP (i.e., planning, training program management, exercise program management, etc). Grantees may request that DHS issue a waiver to increase that ceiling. Waiver decisions are at the discretion of DHS and will be considered on a case-by-case basis. The ceiling on personnel costs does not apply to contractors, and is in addition to eligible M&A costs and eligible hiring of intelligence analysts. Grantees may hire staff only for program management functions not operational duties. Hiring planners, training program coordinators, exercise managers, and grant administrators fall within the scope of allowable program management functions. Grant funds may not be used to support the hiring of sworn public safety officers to fulfill traditional public safety duties.

**D.7. Management and Administration**

No greater than 5 percent of the CCP allocation may be used for M&A. Local jurisdiction subgrantees may retain and use up to 3 percent of their subaward from the State for local M&A purposes. States may pass through a portion of the State M&A allocation to local subgrantees in order to supplement the 3 percent M&A allocation allowed on subgrants. However, no more than 5 percent of the total subaward may be expended by subgrantees on M&A costs.

**D.8. Construction and Renovation**

Construction and renovation is not allowed under CCP.